

7 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 7 September 1973:

25X1 a. Revised Payroll System. [] has been advised by [] OJCS, that all payroll system actions required to assure proper handling of year-end tax reports can be completed, but that a number of desired changes cannot be completed by the end of the year. OJCS has indicated that it will be necessary to defer beyond year-end nine of seventeen requested actions which are necessary to complete original concepts or effect refinements which will be beneficial to the overall system. Firm completion dates on those remaining actions are expected when a comprehensive review of the payroll system project is completed by OJCS in mid-September. In our recent discussions with [] concerning overall Finance computer priorities, we stressed the importance for the continuing assignment of adequate OJCS resources to permit (a) early completion of all known requirements, (b) further refinement of system performance as problems are identified, and (c) acceptance of new requirements for completion on a timely basis. Examples of the latter include recently identified needs to provide for Federal Tax withholding from [] allowances and to permit the automatic continuation of withholding for State Taxes for personnel transferring from Vouchered Funds to Confidential Funds consistent with an anticipated change in Agency policy in this respect.

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b. W-2's for 1973. [] met with the Cover and Commercial Staff to discuss working level routines to permit early identification of changes required for proper processing of W-2 tax documents

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for employees who change cover during 1973. Also discussed was the possibility of a change in Agency policy to allow automatic continuation of State Tax withholding for personnel transferring overseas. CCS agreed to review the cover connotations of such a change.

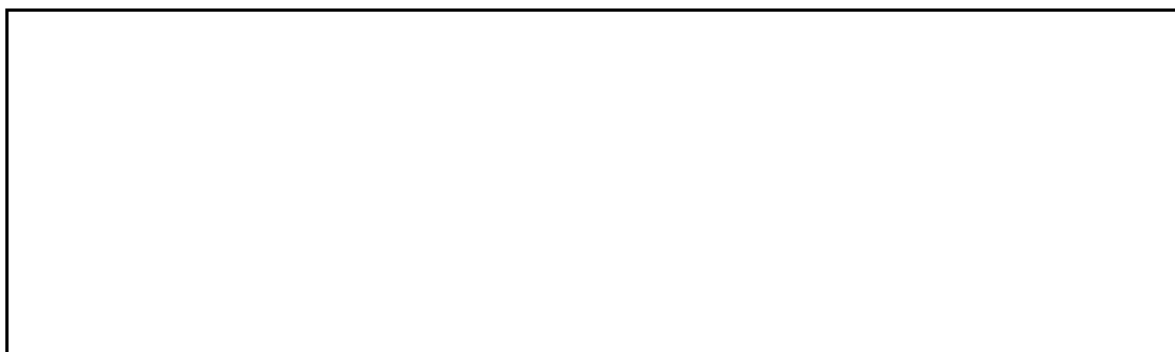


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e. Training. [redacted] Chief, Compensation and Tax Division, is currently attending the first running of the OTR Management Course.

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